

Fig. 1

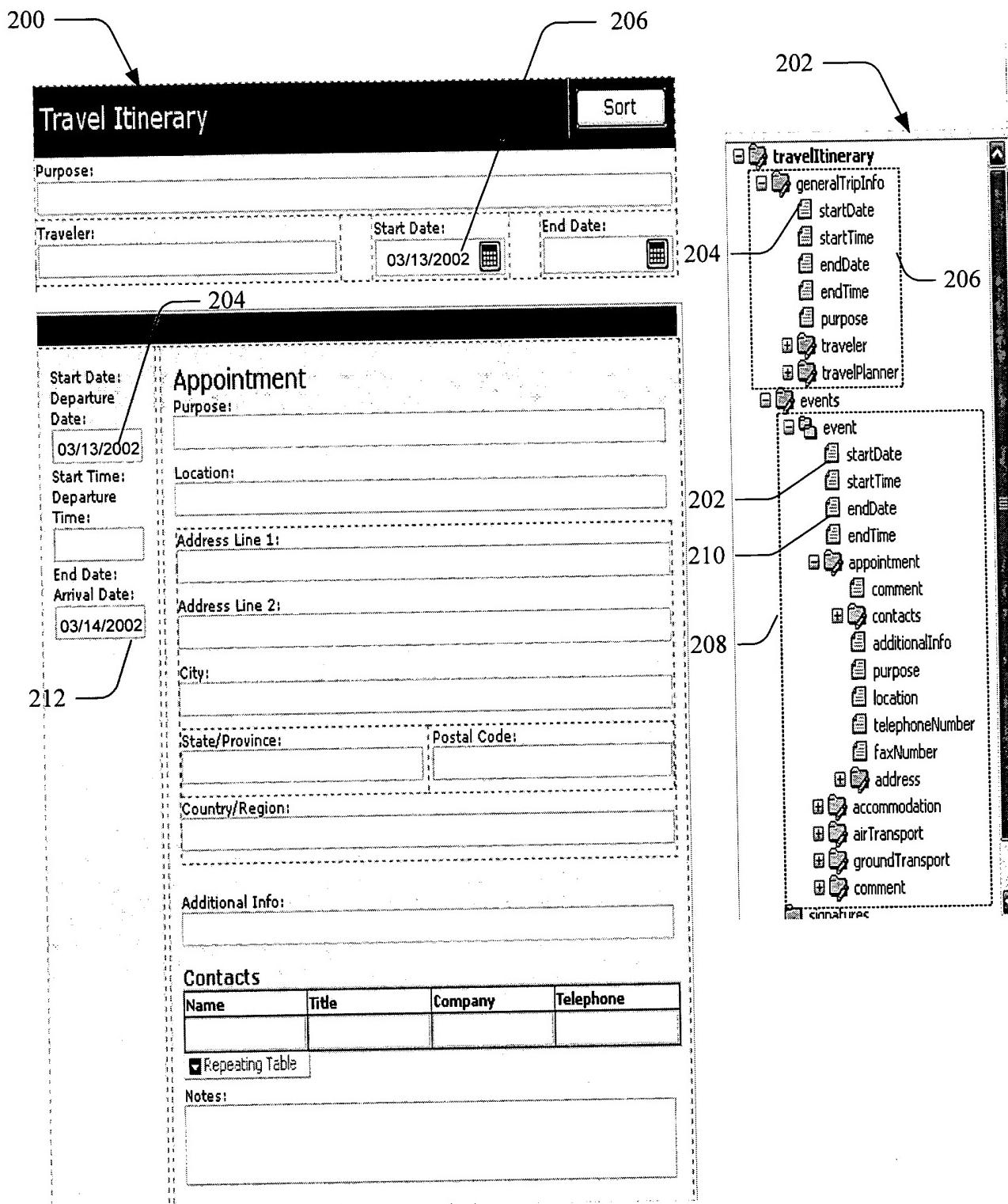


Fig. 2

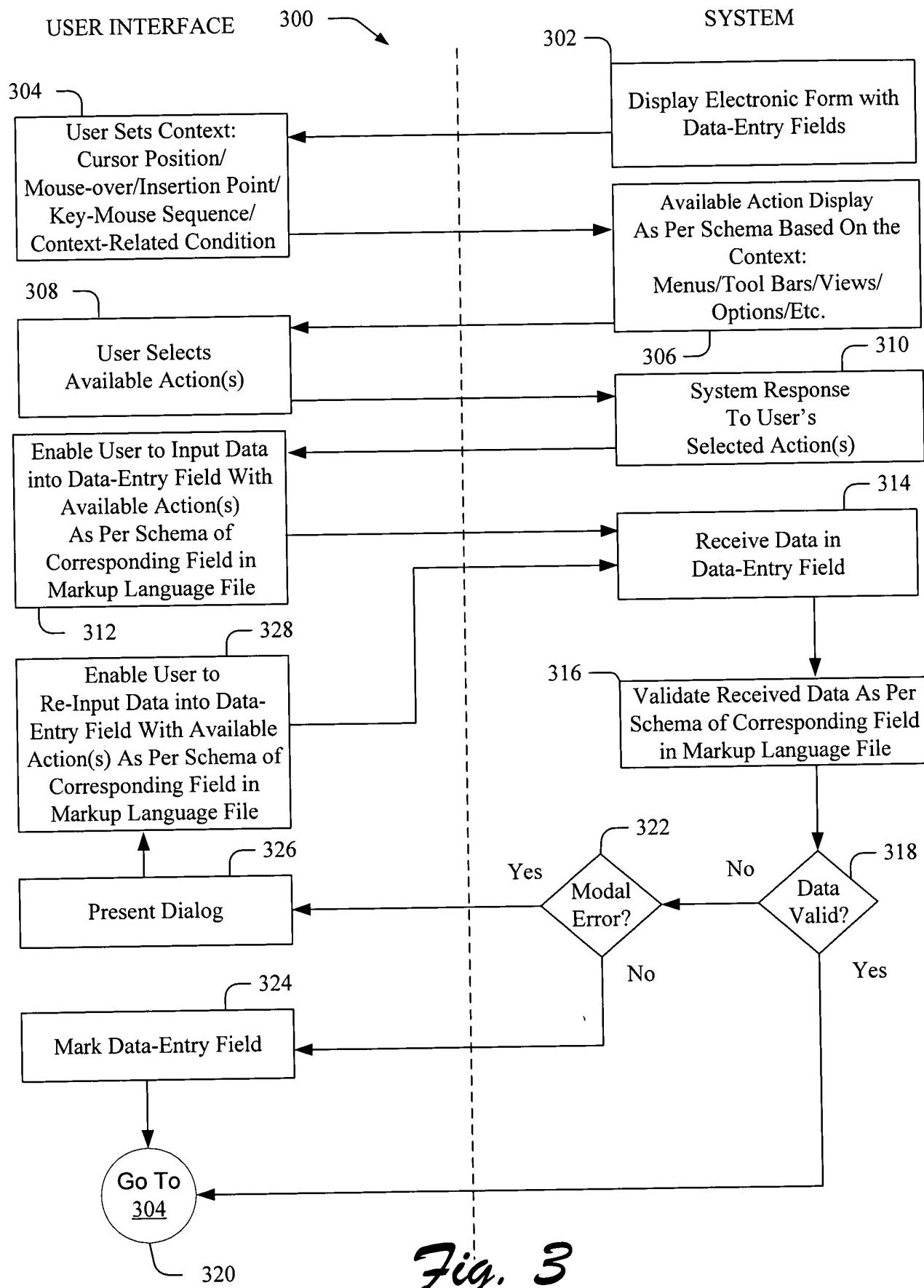


Fig. 3

410

Fig. 4

Expense Report

Report Date:	Expense Code:	Expense Period:
1/27/2003		2/3/2003
Business Purpose:		

Employee

Name:	Address Line 1:	
Title:	Address Line 2:	
Department:	City:	
ID Number:	State/Province:	Postal Code:
E-mail Address:	Country/Region:	

Manager

Name:	E-mail Address:

Itemized Expenses

Date	Description	Category	Cost (\$)
Subtotal			
Less cash advance			
Total expenses (\$)			

Notes

Signatures
Sign and print your name.

Form template installed on this computer: um:schemas:microsoft-com:office:xdocs:obj:ExpenseReportDomestic:103

start Inbox - Microsoft Out... 1 Reminder MSWeb Home Page ... RE: MS1-1407US, 30... Form1 - Microsoft XD... validation-pat-edit2... 5:41 PM

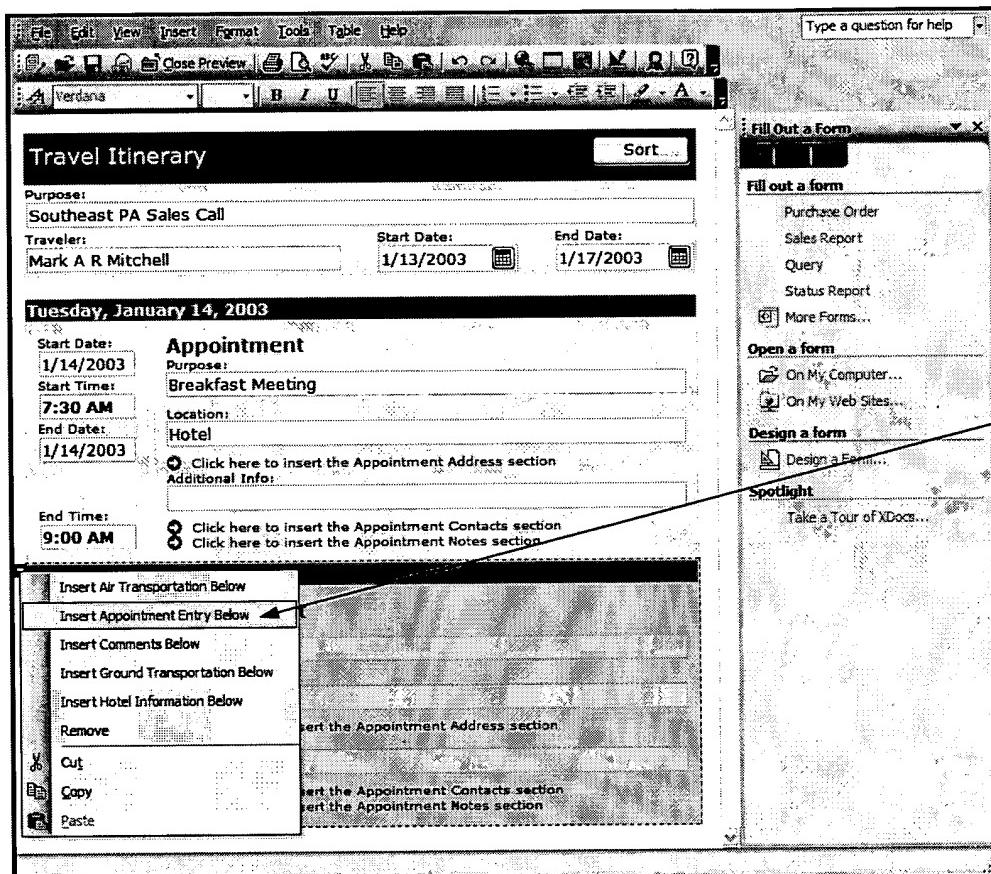


Fig. 5a

502

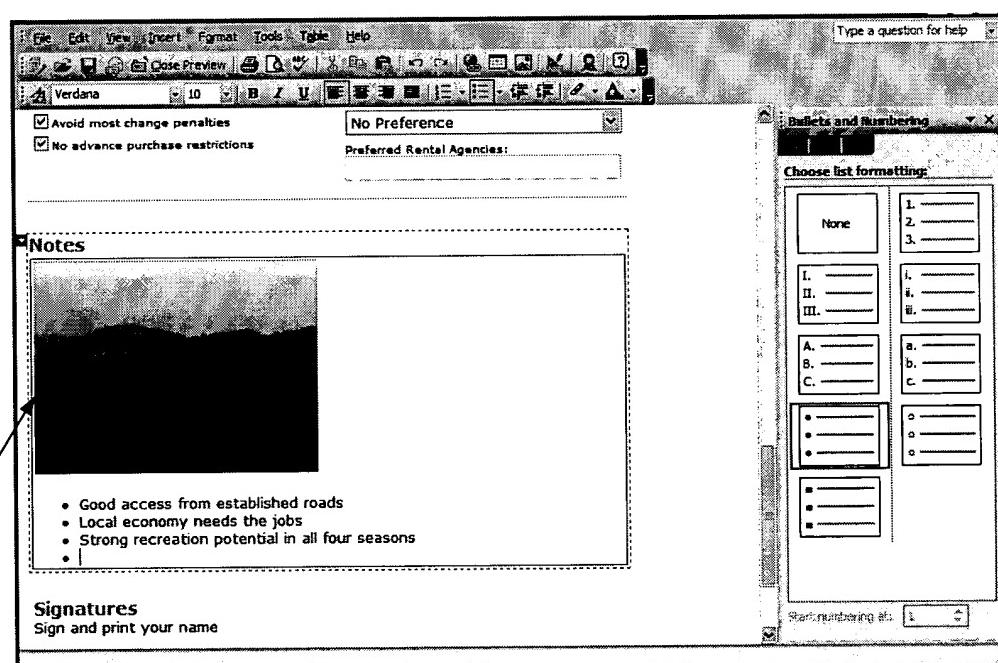


Fig. 5b

504

Document1 - Microsoft XDocs

Purchase Request

Request Number:	Placement Date:
	2/8/2002
Priority:	Date Required:
Normal	
Submitted By:	
Name, Full:	Deliver To: (<input checked="" type="checkbox"/> Same as Submitted By)
Employee ID:	Name, Full:
Email:	Employee ID:
Email:	Address:
Address:	US Address
City:	Street:
City:	City:
State:	Postal Code:
State:	Postal Code:
Phone Number:	
Suggested Supplier:	
Company Name:	Phone Number:

Fig. 6a

602

Document1 - Microsoft XDocs

Purchas

Request Number:	Replace with:	German Address
Priority:	Placement Date:	2/8/2002
Normal	Date Required:	
Submitted By:		Deliver To: (<input checked="" type="checkbox"/> Same as Submitted By)
Name, Full:	Name, Full:	Employee ID:
Employee ID:	Employee ID:	Email:
Email:	Email:	Address:
Address:	US Address	Street:
City:	City:	City:
State:	Postal Code:	Postal Code:
Phone Number:		
Suggested Supplier:		
Company Name:	Phone Number:	

Fig. 6b

606

Document1 - Microsoft XDocs

Purchase Request

Request Number:	Placement Date:
Priority:	2/8/2002
Submitted By:	Deliver To: (Same as Submitted By)
Name, Full:	Name, Full:
Employee ID:	Employee ID:
Email:	Email:
Address:	
City:	
State:	Postal Code:
Phone Number:	
Suggested Supplier:	
Company Name:	Phone Number:

A context menu is open over the "Phone Number" field in the "Suggested Supplier" section. The menu options include: Cut, Copy, Paste, Paste Special, Bullets and Numbering..., Hyperlink..., Replace with..., and German Address.

Fig. 7a

702

Document1 - Microsoft XDocs

Purchase Request

Request Number:	Placement Date:
Priority:	2/8/2002
Submitted By:	Deliver To: (Same as Submitted By)
Name, Full:	Name, Full:
Employee ID:	Employee ID:
Email:	Email:
Address:	Deutsche Anschrift
City:	Strasse:
State:	Postleitzahl
Phone Number:	Ort
Suggested Supplier:	
Company Name:	Phone Number:

Fig. 7b

704

Fig. 8

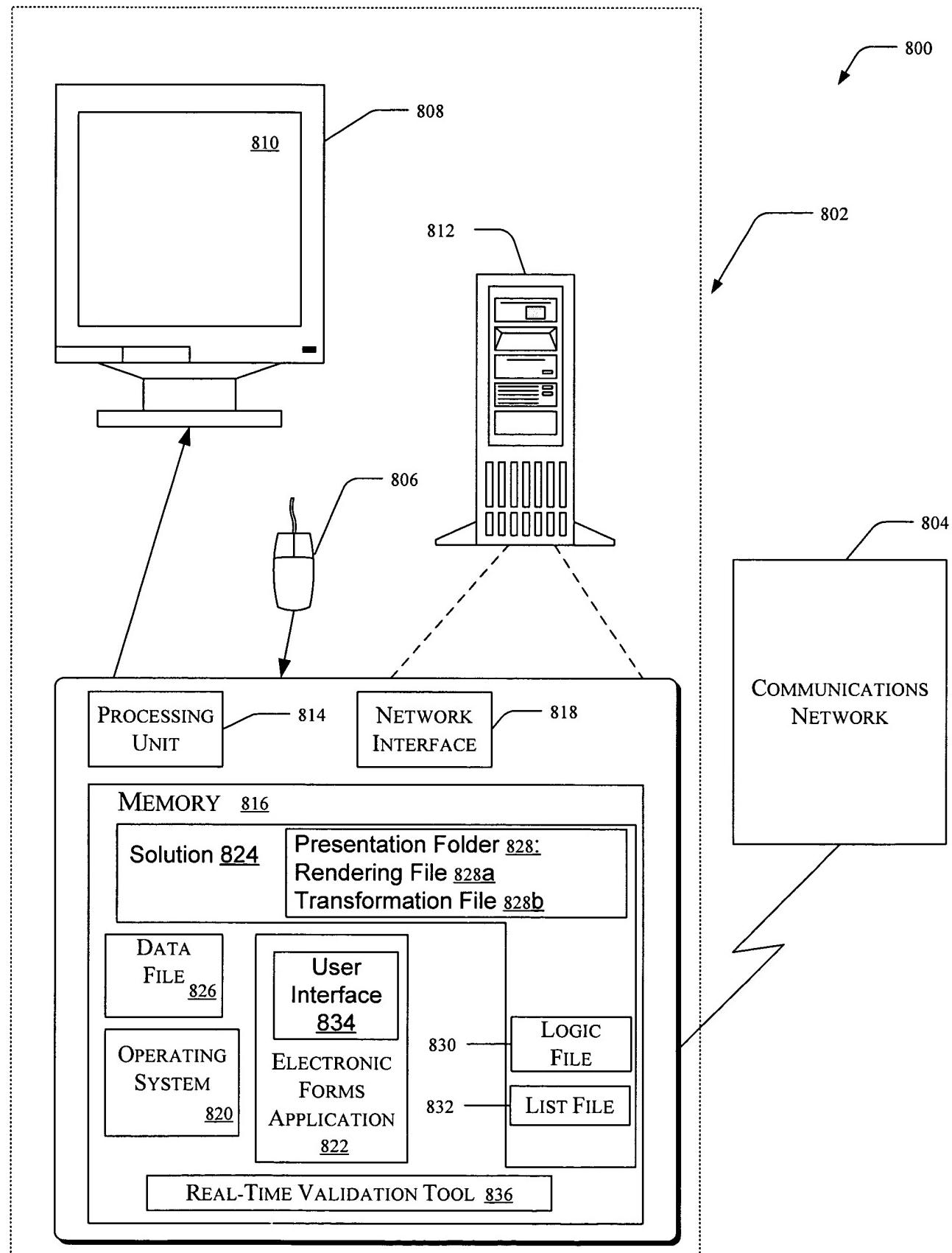
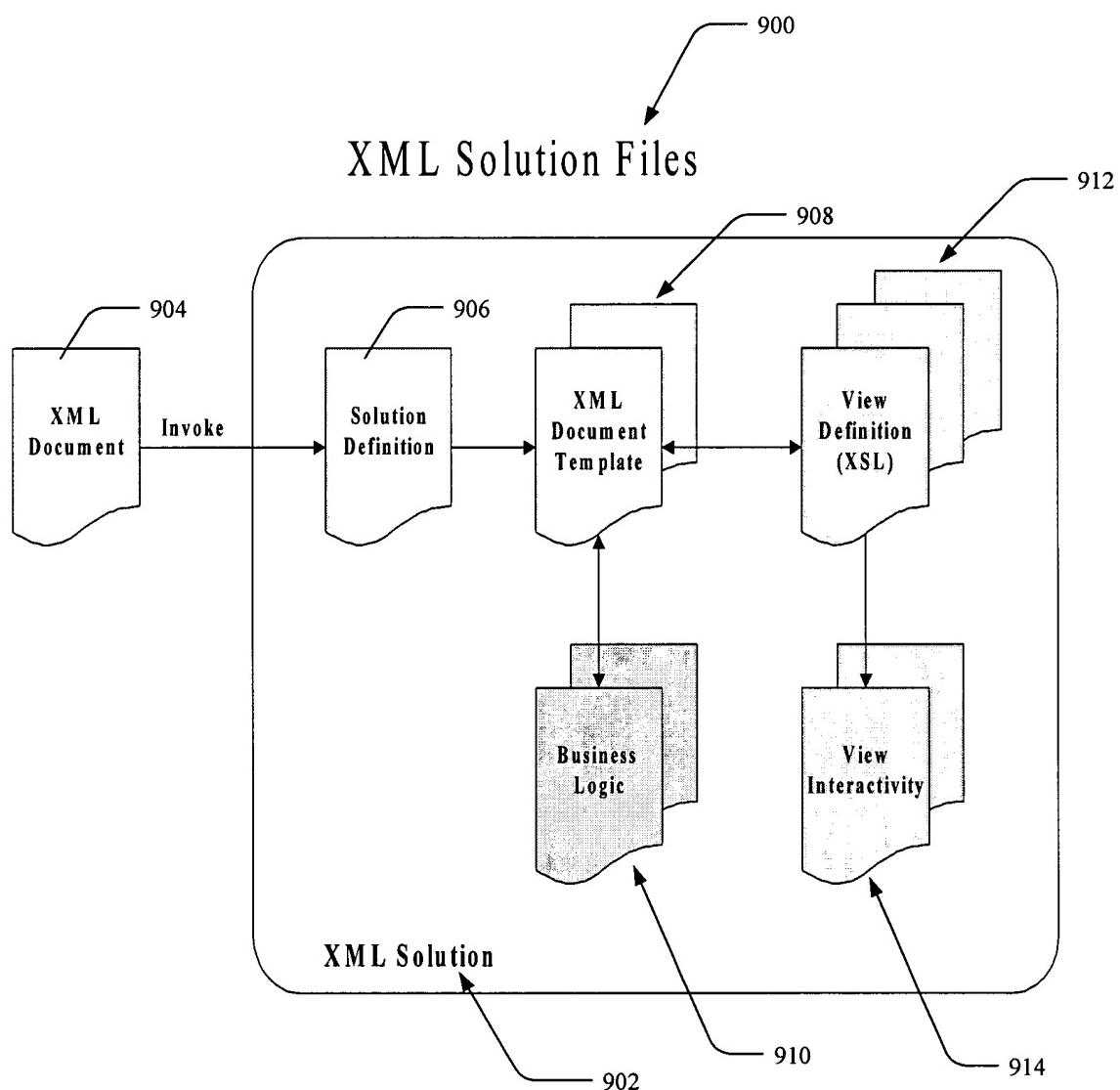
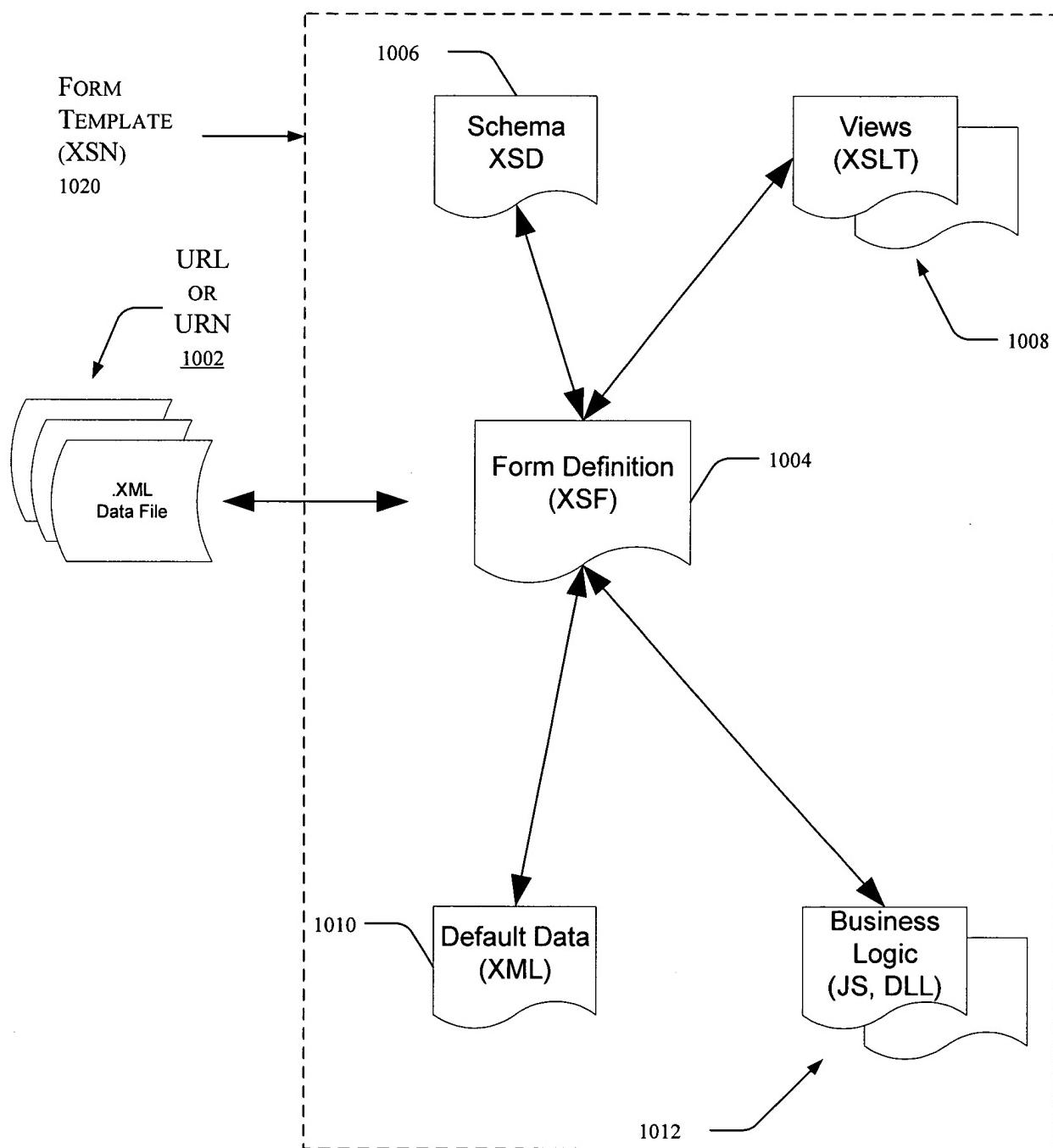


Fig. 9

1000

Fig. 10



1100

Fig. 11

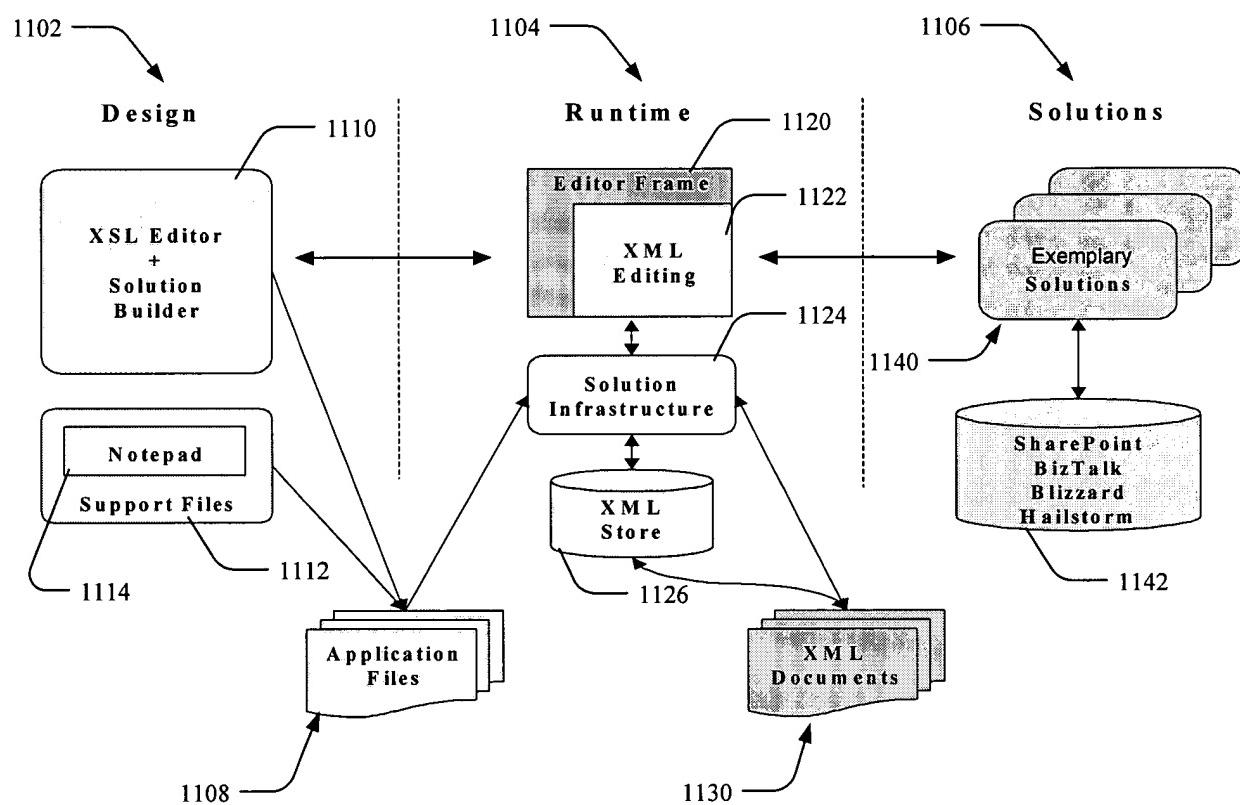


Fig. 12a

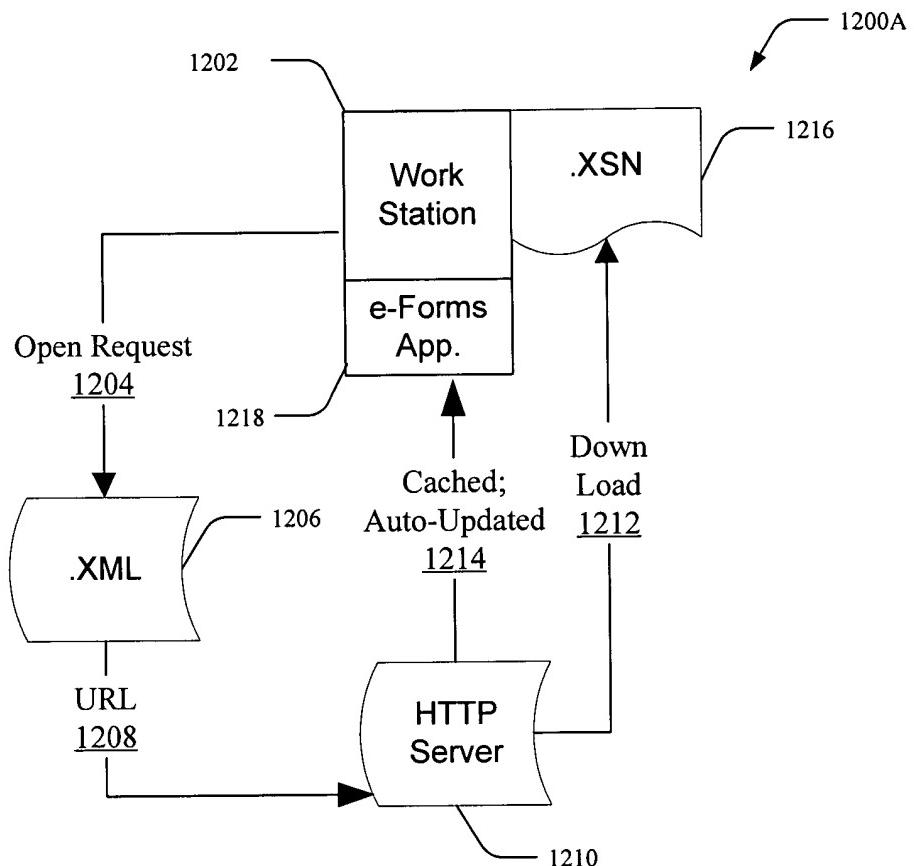
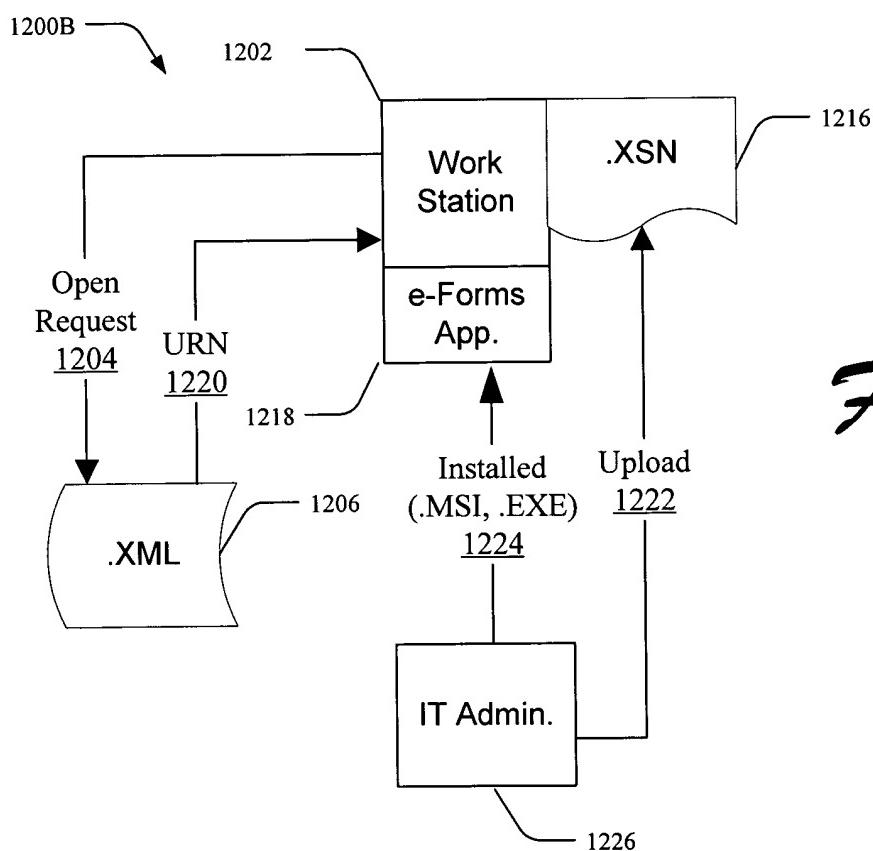


Fig. 12b



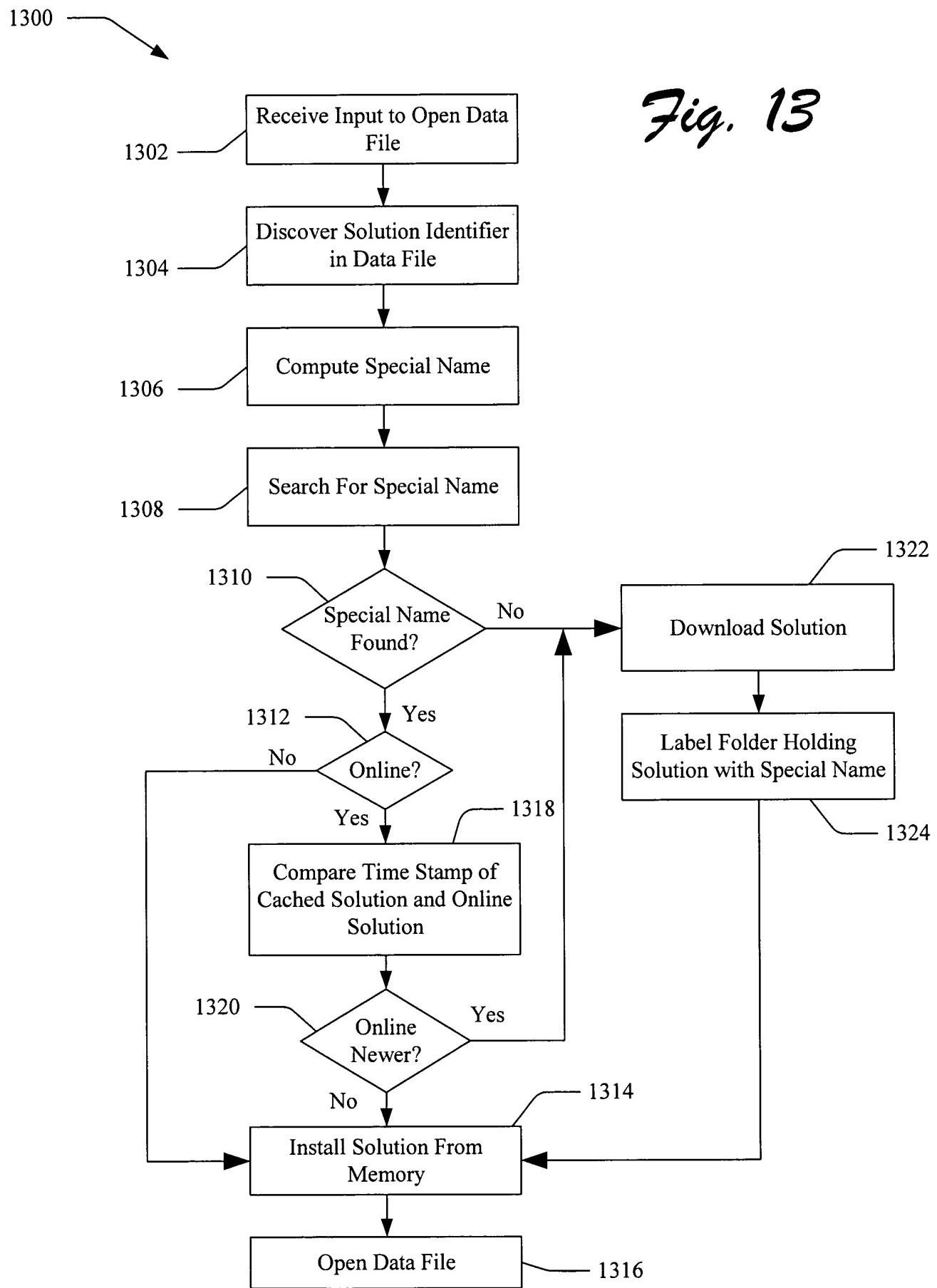


Fig. 14

